

CHAPTER 2

OFFICIAL PUBLICATIONS AND DIRECTIVES

Using publications and directives are part of the daily routine of any Navy office. The efficiency of the office depends on how well this is done. This makes it important for you to recognize various publications, to understand their contents, and how to store and retrieve them as they are needed. As stated before, you can't remember everything; the trick is to know where to find information. In this chapter we will tell you about the publications you will need to do your job as a Yeoman (YN) responsible for managing a great deal of information and providing it to a great number of people.

GENERAL REGULATORY PUBLICATIONS

The *Constitution* of the United States, the treaties this Nation enters into, and laws passed by the Congress comprise the fundamental law governing the Navy. These, however, give only the broad outlines. For express directions setting forth procedures under the law, the Navy has various publications and official directives.

The principal general regulations, directives, orders, and instructions issued for the guidance of persons throughout the Department of the Navy (DON) are found in the following sources.

UNITED STATES NAVY REGULATIONS, 1990

Foremost in general importance among official publications is the *United States Navy Regulations, 1990* (Navy Regs). This regulatory document of the DON states policy as to the duties, responsibilities, authority, distinctions, and relationships of various commands, officials, and individuals. It outlines the organizational structure of the

DON and issues the principles and policies by which the Navy is governed. The chapters set forth, among other things, the responsibility, purpose, authority, and relationship of each bureau and office of the Navy Department; headquarters organizations; and the senior executives (military and civilian) of the DON.

The Chief of Naval Operations (CNO) is responsible for making changes to *Navy Regulations*, and the changes are approved by the Secretary of the Navy. It is published in loose-leaf form and kept in an adjustable binder so that changes may be inserted as necessary.

STANDARD ORGANIZATION AND REGULATIONS OF THE U.S. NAVY

The *Standard Organization and Regulations of the U.S. Navy* is issued as OPNAVINST 3120.32 by the CNO. This publication issues regulations and guidance governing the conduct of all members of the U.S. Navy. These regulations use two types of print: the material in uppercase is regulatory, and the material printed in plain type is for the guidance of commanders, commanding officers (COs), and officers in charge. These regulations apply to each member of the Navy individually. Violation of any provision of these regulations is punishable under the *Uniform Code of Military Justice* (UCMJ).

As a YN, you should be generally familiar with the entire publication but you will want to be particularly familiar with chapter 3, "The Unit Organization"; chapter 5, "Regulations"; chapter 6, "Unit Bills"; and chapter 10, "Unit Directives System." You will refer frequently to this publication during the course of everyday activities. This is especially true if you are serving aboard ship.

MANUAL FOR COURTS-MARTIAL

By enactment of the UCMJ, approved 5 May 1950, as amended by the Military Justice Act of 24 October 1968, Congress established a single set of laws for administering justice to all the armed forces. Under the authority of this act, the President issued the *Manual for Courts-Martial* (MCM), *United States, 1984*. The MCM describes the types of courts-martial established by the UCMJ, defines their jurisdiction, and prescribes their membership and procedures. It also covers such matters as nonjudicial punishment (NJP), review of court-martial proceedings, new trials, and limitations on punishments. The MCM was prepared in the Office of the Secretary of Defense and was approved and signed by the President. It is a loose-leaf volume issued to the Navy through the Office of the Judge Advocate General.

MANUAL OF THE JUDGE ADVOCATE GENERAL

The *Manual of the Judge Advocate General* (JAGMAN), JAGINST 5800.7, prepared by the Navy Judge Advocate General and authorized by the Secretary of the Navy, covers legal and judicial matters that apply only to the naval service. It also includes instructions regarding boards of investigation and examining boards—their composition, authority, and procedures.

The JAGMAN is prepared by the Office of the Judge Advocate General and prepared in a loose-leaf volume for ease in making changes. This publication is discussed further in chapter 9.

NAVAL MILITARY PERSONNEL MANUAL

The *Naval Military Personnel Manual* (MILPERSMAN) is issued under *Navy Regulations, 1990*. It contains policy, rules, and practices for administration of military personnel within the Navy.

Each article is identified by a seven-digit number. The first two digits identify the chapter; the second two identify a section within the chapter; and the last three identify an article within the section. Though written together (such as 3860280), the article number should be spoken as though it is three separate groups of numbers (38 60 280). Although the seven-digit number is referred to as the article number, it actually includes article, chapter, and section identification numbers,

Changes and distribution are authorized and published by the Deputy Chief of Naval Personnel with approval of the Chief of Naval Personnel (CHNAVPERS), published in loose-leaf form for convenience in making changes.

DEPARTMENT OF THE NAVY INFORMATION AND PERSONNEL SECURITY PROGRAM REGULATION

The *Department of the Navy Information and Personnel Security Program Regulation*, OPNAVINST 5510.1, approved by the Secretary of the Navy and issued by the CNO, is commonly referred to as the *Security Manual*. This manual is established to ensure that classified information is protected from unauthorized disclosure. It also ensures that appointment or retention of civilian employees of the DON, acceptance or retention of military personnel in the Navy or Marine Corps, and granting access to classified information or assignment to other sensitive duties are clearly consistent with the interests of national security. Each individual, military or civilian, in or employed by the Navy or Marine Corps is responsible individually for compliance with this regulation in all respects.

The *Security Manual* contains procedures for classifying, marking, and handling classified information, and for access to and authorized disclosure of the information. This publication is discussed further in chapter 8.

MANUAL OF THE MEDICAL DEPARTMENT

The *Manual of the Medical Department* (MANMED), NAVMED P-117, is issued by the Bureau of Medicine and Surgery and contains material on general instructions for medical care of personnel of the Navy and Marine Corps; directions for procurement, storage, issue, and accounting of medical supplies and for training medical and dental personnel; information regarding physical requirements and examinations for personnel of the Navy and Marine Corps; procedures for keeping health records and submitting reports; and special instructions for procedures and reports in cases of death.

The MANMED is prepared by the Chief, Bureau of Medicine and Surgery. It is published in loose-leaf form for the convenience of making changes.

MANUAL FOR THE NAVY CASUALTY ASSISTANCE CALLS PROGRAM

The *Manual for the Navy Casualty Assistance Calls Program* (CACP), NAVMILPERSCOMINST 1770.1, is published to assist in the proper discharge of the functions of the program. The CACP provides that a commissioned officer of the Navy on active duty be officially designated a CACP officer to personally contact the primary next of kin of naval personnel, exclusive of Marine Corps personnel, who die on active duty or training duty. The purpose of the program is to assist and advise the next of kin about the rights, benefits, and privileges to which they are entitled as a result of the death of members of the naval service.

DECEDENT AFFAIRS MANUAL

The *Decedent Affairs Manual*, NAVMED-COMINST 5360.1, is published by the Bureau of Medicine and Surgery. The Decedent Affairs Program is defined as the recovery,

identification, care, and disposition of remains of deceased persons for whom the DON is responsible. This program is applicable during peacetime, in time of war, and in support of major military operations.

MANUAL OF NAVY OFFICER MANPOWER AND PERSONNEL CLASSIFICATIONS

The *Manual of Navy Officer Manpower and Personnel Classifications* (NOMPC), NAVPERS 15839, is published by the Bureau of Naval Personnel (BUPERS) and is issued in two volumes. Volume I contains the Navy Officer Occupational Classification System (NOOCS) and is used to identify skills, education, training, experience and capabilities related to both officer personnel and manpower requirements. Volume II contains a description of the Officer Data Card (ODC) and a listing of nonoccupational manpower and personnel codes that provide foreign language, ship and station, service school, education, and other identifiers on the ODC.

BUPERS uses these classifications to identify billet experience and special qualifications of each naval officer. This information is required for personnel administration, including procurement, training, distribution, manpower planning, and career management. NOMPC codes are also used by CNO to identify qualitative officer requirements in manpower authorizations. Changes are issued by CHNAVPERS.

REGISTER OF COMMISSIONED AND WARRANT OFFICERS OF THE U.S. NAVY AND MARINE CORPS AND RESERVE OFFICERS ON ACTIVE DUTY

The *Register of Commissioned and Warrant Officers of the U.S. Navy and Marine Corps and Reserve Officers on Active Duty* (Navy Register). NAVPERS 15018, is published on 1 January every 2 years, by the CHNAVPERS, and is issued to all ships and

stations. In addition to an alphabetical list of all officers, the *Navy Register* contains a complete lineal list. The purpose in assigning an officer a lineal number is to establish his or her seniority with his or her grade and corps. A lineal number consists of a six-digit whole number and a two-digit subnumber. Using subnumbers makes it possible to add or take away names without renumbering the whole list. The system works inversely—the lower the lineal number, the higher the seniority.

THE UNITED STATES NAVY UNIFORM REGULATIONS

The *United States Navy Uniform Regulations, 1990*, is prepared and distributed by CHNAVPERS. It describes and lists the various uniforms for personnel in all categories, lists the uniforms required, and contains lists of articles worn or used together. It also describes occasions when the various uniforms should be worn; methods of wearing medals, decorations, ribbons, rating badges, and special markings; and gives notes on the care of the uniform.

Changes are issued by the CHNAVPERS as changes in the uniform occur.

OFFICER TRANSFER MANUAL

The *Officer Transfer Manual* (OFFTRANSMAN), NAVPERS 15559, is the official manual for the distribution and assignment of officers in the U.S. Navy. This publication supplements basic regulations and instructions issued by the MILPERSMAN, NAVPERS 15560.

The primary purpose of this manual is to improve awareness of proper officer distribution procedures and to make the assignment process more efficient. This manual is also a quick reference and an easy-to-read compilation of instructions and information pertaining to all areas of officer distribution.

ENLISTED TRANSFER MANUAL

The *Enlisted Transfer Manual* (ENLTRANSMAN), NAVPERS 15909, is the official manual for the distribution and assignment of enlisted personnel of the U.S. Navy. The ENLTRANSMAN supplements basic regulations and instructions issued by the MILPERSMAN. The purpose of the ENLTRANSMAN is to provide a quick reference of instructional and informational material relative to all facets of enlisted distribution; it is primarily intended to reduce the clerical workload and generally to promote administrative efficiency.

JOINT FEDERAL TRAVEL REGULATIONS

The *Joint Federal Travel Regulations* (JFTR), NAVSO P-6034, is issued in three volumes. Volume 1 is issued by the Per Diem, Travel, and Transportation Allowance Committee, which operates under the cognizance of the Department of Defense (DOD), and deals with travel of members of the uniformed services. Volume 2 is published by General Services Administration and applies to all federal civilian employees. Volume 3 is published by the State Department and applies to all foreign service personnel.

The JFTR interprets the laws and regulations concerning travel, the manner in which transportation is furnished to personnel, provisions for travel of dependents, transportation of household goods, reimbursement for travel expenses, and similar information. This publication is discussed further in chapter 13.

U.S. NAVY TRAVEL INSTRUCTION

The *U.S. Navy Travel Instruction* (NTI), NAVSO P-1459, is a joint publication of the CNO and the Comptroller of the Navy that interprets for Navy use the travel regulations issued by the JFTR, volume 1. It sets forth

the manner in which transportation is furnished and reimbursement made for travel expenses incurred. In any case where instructions in the NTI and the JFTR conflict, the JFTR takes precedence.

DEPARTMENT OF DEFENSE MILITARY PAY AND ALLOWANCE ENTITLEMENTS MANUAL

The *Department of Defense Military Pay and Allowance Entitlements Manual* (DODPM), DOD 7000.14-R, is issued by the Comptroller of the Department of Defense in coordination with the Director, Defense Finance and Accounting Service (DFAS). This manual applies to all DOD activities and is issued for the information, guidance, and compliance of all personnel in the administration of military pay.

DISBURSING, ADMINISTRATIVE, AND PERSONNEL MANUAL

The *Disbursing, Administrative, and Personnel Manual* (DAPMAN), NAVSO P-3680, is issued jointly by the Office of the Comptroller of the Navy and the CHNAVPERS. It contains procedural instructions for reporting pay and personnel changes to the Joint Uniform Military Pay System (JUMPS) through systems other than the Source Data Systems (SDS) for members of the Navy.

SOURCE DATA SYSTEM PROCEDURES MANUAL

The *Source Data Systems Procedures Manual* (SDSPROMAN), NAVSO P-3069, volumes I and II, is issued jointly by the Comptroller of the Navy and the CHNAVPERS and contains procedural instructions for reporting pay and personnel events for Regular and Reserve members of the U.S. Navy. Volume I provides information on the SDS procedures as a whole, and volume II gives details for terminal operation and event reporting.

PASSENGER TRANSPORTATION MANUAL

The *Passenger Transportation Manual* (PTM), NAVMILPERSCOMINST 4650.2, provides a single, comprehensive manual covering all aspects of Navy-sponsored passenger transportation. CNO has designated BUPERS as the manager of the Navy-sponsored passenger transportation. The PTM is designed to ensure that Navy-sponsored passengers who are entitled to, or eligible for, transportation at government expense will travel in the most responsive, efficient, and economical manner. The manual consists of nine chapters. As a YN, you should familiarize yourself with chapter 1, "General Information"; chapter 2, "Procedures for Arranging Passenger Transportation"; and chapter 3, "Passports and Visas."

DEPARTMENT OF THE NAVY SOCIAL USAGE AND PROTOCOL HANDBOOK

The *Department of the Navy Social Usage and Protocol Handbook*, OPNAVINST 1710.7, provides current information on formal and informal activities that have a distinctly naval, military, and/or diplomatic setting. The handbook consists of 12 chapters that address official entertainment, invitations, seating arrangements, formal dining, toasting, receptions, cards and calls, dining-ins, ships' ceremonies, change of command and retirement ceremonies, arranging visits for dignitaries, and forms of address.

NAVY AND MARINE CORPS AWARDS MANUAL

The *Navy and Marine Corps Awards Manual*, SECNAVINST 1650.1, is issued by the Secretary of the Navy for the information and guidance of the Navy and Marine Corps in all matters pertaining to decorations, medals, and awards with the exception of detailed information on the manner of

wearing them, which is contained in *Uniform Regulations*. This publication is discussed further in chapter 10.

MANUAL OF ADVANCEMENT

The *Manual of Advancement*, BUPERSINST 1430.16, is published by CHNAVPERS to provide for the administration of the advancement system. It supports and enlarges on the basic policies for advancement as outlined in the MILPERSMAN and further provides instructions for determining eligibility requirements for advancement; preparation of necessary forms; ordering, custody, and disposition of Navywide examinations; administration of all examinations for advancement; changes in rate or rating; and procedures for effecting advancements.

DEPARTMENT OF THE NAVY STANDARD SUBJECT IDENTIFICATION CODES

CNO is responsible for preparing the *Department of the Navy Standard Subject Identification Codes* (SSIC), SECNAVINST 5210.11, and for preparing and providing for changes and presenting them to the Secretary of the Navy for signature. The SSIC is prescribed for use in classifying subjects and identifying correspondence directives, blank forms, and reports (assigning report control symbols); setting up filing and retrieval systems; routing computer messages; and for use with any other documents to which reference is made by subject. This publication is discussed further in chapter 5.

STANDARD NAVY DISTRIBUTION LIST

The *Standard Navy Distribution List* (SNDL) is published by CNO to provide for the proper addressing and distribution of mail to all activities of the DON, and to provide a central distribution system for directives and correspondence. The SNDL is published in

two parts; each part is issued separately.

Part 1 lists the Operating Forces of the Navy, Unified and Specified Commands, U.S. Elements of International Commands, and Military Sealift Command USNS Ships. Part 1 has been formatted especially to aid distribution to fleet units.

Part 2 contains addresses of Department of the Navy officially established shore activities and staff officer; Chief of Naval Operations (OP-09B) established detachments; Secretary of Defense and Department of Defense agencies and miscellaneous non-Navy activities with naval personnel assigned.

DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL

The *Department of the Navy Correspondence Manual*, SECNAVINST 5216.5, is prepared in the Office of CNO and approved by the Secretary of the Navy. It contains instructions for preparing letters, endorsements, memorandums, and messages. Instructions cover all parts of correspondence such as address, subject, references, paragraphing, and signature, together with directions for assembling correspondence for signature and mailing.

Changes to the *Correspondence Manual* are prepared by CNO and signed by the Secretary of the Navy. This publication is discussed further in chapter 3.

NAVAL TELECOMMUNICATIONS PROCEDURES AND USERS MANUAL

The *Naval Telecommunications Procedures and Users Manual*, NTP-3, was developed under the direction of the Commander, Naval Computer and Telecommunications Command and was designed to explain procedures for the drafting and preparation of naval messages. This publication is further discussed in chapter 3.

NAVY AND MARINE CORPS RECORDS DISPOSITION MANUAL

The *Navy and Marine Corps Records Disposition Manual*, SECNAVINST 5212.5, prescribes policy and procedures for the DON relating to records creation, maintenance and disposition. Within the legal framework provided by the Records Disposal Act of 1943, as amended, the Federal Records Act of 1950, and *Navy Regulations*, the DON has four specific goals. They are (1) creation of records that adequately document the organization, function, policies, procedures, decisions and essential transactions of the DON; (2) preservation of records having long-term permanent worth because of their continuing administrative, legal, scientific, or historical values; (3) destruction of temporary records as they outlive their usefulness; and (4) retirement and transfer of those records no longer required in the conduct of daily business to more economical storage. This publication is discussed further in chapter 5.

DEPARTMENT OF THE NAVY DIRECTIVES ISSUANCE SYSTEM

The *Department of the Navy Directives Issuance System*, SECNAVINST 5215.1, provides a standard method of issuing directives by all activities in the Navy. The system contains two parts and two tables:

- Part I - Definitions, Criteria, and Responsibilities
- Part II - Preparation and Maintenance of Directives
- Table 1 - Preparation of Letter-Type Directives
- Table 2 - Preparation of Special-Type Directives

The *Directives Issuance System* contains the standard procedures and formats used to issue policy, procedural, and informational releases in the DON. This publication is discussed further in chapter 6.

DEPARTMENT OF THE NAVY FORMS MANAGEMENT PROGRAM

The *Department of the Navy Forms Management Program*, SECNAVINST 5213.10, ensures that forms provide needed information effectively, efficiently, and economically. Information is vital to the success of any organization and provides the basis for management decisions. Specific types of data are needed to meet particular requirements and forms are a major means for providing a fast and easy method of collecting information. Forms management provides for improvement and control of forms to ensure minimum burden is expended and maximum effectiveness obtained. This publication is discussed further in chapter 7.

DEPARTMENT OF THE NAVY INFORMATION REQUIREMENTS (REPORTS) MANAGEMENT PROGRAM

The *Department of the Navy Information Requirements (Reports) Management Program*, SECNAVINST 5214.2, sets forth the policy and responsibilities for the management of information requirements of the DON. Information is vital to the success of any organization and provides the basis for management decisions. Specific types of data are needed to meet particular requirements. Reports management encompasses the development of reports and reporting systems. This publication is discussed further in chapter 7.

NAVY OFFICER FITNESS REPORT MANUAL

The *Navy Officer Fitness Report (FITREP) Manual*, BUPERSINST 1611.17, requires that records be maintained on officers that reflect their fitness for the service and performance of their duties. Fitness reports form a primary basis for selecting officers for advanced training, specialization or subspecialization, duty assignment, promotion, and command.

Timely, realistic, and accurate fitness reports are necessary for the accomplishment of each of these tasks.

NAVY ENLISTED PERFORMANCE EVALUATION MANUAL

The *Navy Enlisted Performance Evaluation (EVAL) Manual*, BUPERSINST 1616.9, requires that records be maintained on enlisted personnel that reflect their fitness for the service and performance of duties. Evaluations are used in many personnel actions, including advancement in rate, selection for responsible assignments and specialized training, award of the Good Conduct Medal, qualification for retention and reenlistment, and characterization of service upon discharge. Like the officer FITREP, timely, realistic, and accurate evaluations are essential for each of these traits.

DIARY MESSAGE REPORTING SYSTEM USERS MANUAL

The *Diary Message Reporting System Users Manual* (DMRSMAN), 1080#1 UM01A, is the official manual for submitting officer and enlisted personnel diaries in coded format via naval message. It reduces preparation time and eliminates delays so that we have more accurate personnel management and manpower information.

FORMAT AND PROCEDURES FOR VALIDATING THE OFFICER DISTRIBUTION CONTROL REPORT

The *Format and Procedures for Validating the Officer Distribution Control Report* (ODCR), NAVMILPERSCOMINST 1301.2, provides each Navy activity with a routine system for verifying the ODCR. BUPERS prepares the ODCR for each naval activity with officer billets authorized or officers on board in a temporary duty status. Officer billet and assignment information in the ODCR represents the computer data bank input by CNO, BUPERS, DFAS, Enlisted

Personnel Management Center (EPMAC) and SDS. This publication is discussed further in chapter 11,

ORDERING FORMS AND PUBLICATIONS

To order new forms or publications (with the exception of those issued through the Directives Issuance System) or to replace those that have become damaged or mutilated, all you need do is notify your supply officer. The method of letting the supply officer know what you need varies with the activity or size of your ship. The supply officer will let you know how the information is to be given.

The supply department prepares a DOD Single Line Item Requisition System Document, DD Form 1348, and sends it to the supply activity responsible for the supply support of your ship or station.

FINDING STOCK NUMBERS

The basic directive on how the system works can be found in *Navy Stock List of Forms and Publications*, NAVSUP P-2002. This instruction tells the supply officer where to send the DD Form 1348 and gives the ordering number for the item.

COMMISSIONING ALLOWANCES

To assist new commands, the Navy Supply Depot, Philadelphia, assembles a commissioning allowance of cognizance I forms and publications for each newly commissioned ship before the commissioning date and provides the prospective CO with a commissioning allowance listing. All the items on the listing, including a 90-day supply of forms, are automatically shipped to the prospective CO or the fitting-out officer. This one-time allowance eliminates the need and paper work of ordering each form and publication separately. For further instructions concerning commissioning allowances of publications and directives

authorized by BUPERS, you may refer to the MILPERSMAN.

SUMMARY

This chapter has given you information about publications that cross the whole spectrum of naval administration. Try to become familiar with these publications. By

knowing and understanding their contents, you can find any procedure and do any job you are given. Other chapters in this manual will teach you how to do some specific jobs and give more detailed information on certain aspects of the YN rating. This one chapter will set you up to perform not only in your present job, but in jobs throughout your career.

